RESOLUTION NO. 2006-

WHEREAS, throughout the world, businesses and governments are now producing 99% of all information in electronic form; and

WHEREAS, it is critical that the City move from records management to information management through a long term commitment to the process; and

WHEREAS, the creation and sharing of information is occurring at such a rapid pace that organizations struggle to define which documents are business documents and which are the official records for their organization versus convenience copies; and

WHEREAS, the lifecycle management of electronic documents brings numerous challenges and opportunities for the City; and

WHEREAS, the City desires to provide the most cost effective and efficient management of information for prompt retrieval in response to citizen demand and preservation of the City's history; **NOW, THEREFORE,**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

That the City Manager shall appoint a Task Force including representatives from the City Manager's Office, Office of the City Clerk, Law Department, Communications and Technology Management, Human Resources Department, and other departments as she determines are necessary, to study the issue of records retention, develop proposed policies, and investigate technological solutions that will ensure the management of electronic documents meets legal requirements, assists employees in proper management of information, and increases citizen access to public information that is critical for the operation of an open government in the City.

BE IT FURTHER RESOLVED, that the Task Force shall report back to Council with their recommendations within 90 days of the effective date of this resolution.

ADOPTED: , 2006   **ATTEST:**_____

                                       Shirley A. Gentry
                                        City Clerk

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